

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PROGRAM COORDINATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **10/11/00**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **20**

DISTINGUISHING FEATURES OF THE CLASS: This class performs professional and administrative work involving responsibility in the administration and supervision of services in a division of the Mental Health Department in conformity with federal, state, and local requirements. Wide leeway is allowed for the exercise of independent judgment and initiative. Clinical supervision and guidance is received from trained clinicians. Administrative duties are performed under general supervision of the Director of Community Mental Health. The incumbent exercises administrative supervision over other program personnel; does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs, and coordinates the activities of an assigned program;
Ensures compliance with all applicable federal, state, and local requirements;
Implements and manages a program of suitable scope and activities to adequately meet the needs of the residents of the county;
Provides client treatment, which may include individual, group and family counseling, individual and group psychotherapy, social work services and crisis intervention;
Assists the department head in the formulation of department operational plans, policies and procedures;
Collects and interprets statistical data and other information to support the planning and development of services to meet the needs of county residents and to promote the overall success of the program;
Establishes and maintains constructive work relationships with personnel in other departments and community agencies to effectively coordinate the delivery of services;
Evaluates staff performance and provides supervision and training in applicable areas;
Conducts program staff meetings for communication and supervision;
Prepares progress reports and budgets;
May recruit and recommend hires for employees in the division;
May visit clients in their homes;
Gives presentations and/or training on mental health issues as the need arises;
Reviews case reports from subordinate clinicians;
Assigns cases to staff;
Prepares reports of a narrative and statistical nature as well as general correspondence;
Pursues training to keep abreast of new developments in the field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles, methods, procedures and practices of psychiatric social work; thorough knowledge of the functioning of community mental health facilities and the scope of services rendered; thorough knowledge of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct and coordinate services in a psychiatric clinic; ability to prepare technical and informational data for administrative use; ability to analyze and evaluate reports of staff workers; ability to plan and supervise the work of others; ability to establish and maintain a rapport with clients and their families; ability to provide training to (and/or address groups) of new workers, students or the public in specific area of expertise; tact; good judgment.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in rehabilitation counseling, psychology, social work or related field and one (1) year of experience in the behavioral health field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in rehabilitation counseling, psychology, social work or related field and three years of experience in the behavioral health field, one of which must have been in a supervisory capacity; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.